8th QS-APPLE

BALI, INDONESIA • 14 - 16 NOV 2012
Co-hosted by Bogor Agricultural University

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

The Prime Conference and Exhibition for Top International Educators in Asia, Europe, America and Australasia www.qsapple.org

EXHIBITOR'S MANUAL

Name of Exhibiting Company: _____

Name of Contact Person: _____

Company Address: _____

_____

Telephone Number:_____ Fax Number:_____

E-mail Address: _____

We acknowledge receipt of the Exhibitor's Service Manual for
"8th QS-APPLE 2012" Exhibition

_____ _____
Signature / Company Stamp Date

Please return this page by email or fax upon receipt of this Exhibitor Service Manual to:
8th QS-APPLE 2012
c/o QS Asia Quacquarelli Symonds Pte Ltd
20 Sin Ming Lane #02-61
Midview City, Singapore 573968
Tel: (65) 6457 4822 Fax: (65) 6457 7832
Attention: Ms. Kim Tan / Ms. Crystal Tan
Email : kim.tan@qs-asia.com / crystal.tan@qs-asia.com

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This Exhibitor Service Manual is designed to assist in your preparation for the upcoming "8th QS-APPLE 2012" Exhibition. You should have a full set of the Exhibitor Service Manual which comprises of the following: -

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APPENDIX

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Note:
Exhibitors are strongly recommended to study the contents of this Exhibitor Service Manual carefully and act on all relevant matters promptly so that your requests can be processed smoothly. Please remember to make a copy of the order forms for your reference before submission.

CONTACT LIST

ORGANISER: -
c/o QS Asia Quacquarelli Symonds Pte Ltd
Address:
20 Sin Ming Lane, #02-61
Midview City, Singapore 573968

Ms. Kim Tan
Events Manager
Tel: (65) 6457 4822
Fax: (65) 6457 7832
Mobile: (65) 9766 1090
E-mail: kim.tan@qs-asia.com

All enquiries on technical matters and on-site operations, please contact Kitasatubali, Ms. Nirmala Trisna / Ms. Elke M. Wungkana

OFFICIAL STAND BUILDER / CONTRACTOR: -

KITASATUBALI
Edward Forrer Building - Basement
Jl. Teuku Umar No. 275, Denpasar, Bali
Phone: +62 361 243806
Fax: +62 361 229014
Email: production@kitasatubali.com
www.kitasatubali.com

Hall Operations, Shell Scheme Package Enhancements, Bare Space Stand Design, Exhibitor's Queries & Orders

Ms. Nirmala Trisna
Phone: +62 361 243806
Mobile: +62 8123878558
Email: nirmala@kitasatubali.com

Ms. Elke M. Wungkana
Phone: +62 361 243806
Mobile: +62 81217832471
Email: elke@kitasatubali.com

CHECKLIST

IMPORTANT

All forms must be completed and returned by exhibitors, even if the services are not required or not applicable. For services not required, simply indicate **"Not Required"** across the forms. Services cannot be guaranteed for forms returned late. Exhibitors who contract for space after the stipulated deadlines are to return the forms immediately.

Rates reflected in this manual are subject to a 10% VAT charge unless indicated otherwise.

Orders are valid only when accompanied with payment received in **FULL**. Orders without payment will not be entertained.

S/N	DESCRIPTION	SUBMISSION DEADLINE
1	Fascia Board Name	26 October 2012
2	Furniture Rental Order Form	26 October 2012
3	Light Fittings & Electrical Supplies Order Form	26 October 2012
4	Audio Visual Equipment Rental Form	26 October 2012
5	Non-Official Contractor Form (if applicable)	26 October 2012
6	Service Location Plan	26 October 2012
8	Exhibitor Profile Form	1 October 2012
9	Complimentary Delegate Registration Form (Registration fee waived for ONE exhibitor delegate)	1 October 2012
10	Hotel Reservation Form	15 October 2012
11	Freight Forwarding / Shipping of Materials	31 October 2012

GENERAL INFORMATION

THIS EXHIBITOR'S SERVICE MANUAL FORMS PART OF THE TERMS & CONDITIONS STATED IN THE CONTRACT FORM.

1. Venue

The Westin Nusa Dua, Bali
Bali International Convention Centre
Kawasan Pariwisata Nusa Dua, BTDC Lot N-3, Nusa Dua 80363, Bali, Indonesia
T 62.361.771906 *F* 62.361.771580

2. Operations / Event Schedule

Build-Up	:	13 November 2012 9.00am – 2.00pm (Official Contractor: KITASATUBALI) 2.00pm – 8.00pm (Other Non-Official Booth Contractors engaged by exhibitors for special design construction)	
Exhibitor Registration & Move-in	:	13 November 2012	2.00pm – 8.00pm
Exhibition	:	14 November 2012 15 November 2012 16 November 2012	8.30am – 6.00pm 8.30am – 6.00pm 8.30am – 2.00pm
Tear-Down	:	16 November 2012	2.00pm – 4.00pm

Admission

14 November	Open to delegates only
15 November	Open to delegates only
16 November	Open to delegates only

3. Stand Cleaning

The Organiser is providing general cleaning of stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and tear-down. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The Organiser reserves the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. **No crates, cartons or packing materials are allowed behind the exhibitor's booths along the walls of the exhibition hall.**

4. Security

General hall security will be provided by the Organiser during the build-up, show days & tear-down. However, the Organiser is not able to provide protection against theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e. monies, handbags, wallets should be kept in lockable cupboards (out of sight and reach) and should be removed from the hall daily. The exhibitor is fully responsible for any items lost or stolen at their own booth and to make a police report to file for any necessary claims.

5. Insurance

Please be advised that the exhibitor is responsible for any injury sustained by any person/s while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third party injury.

6. Food & Beverage

The venue owner does not permit any outside catering within their premises. Please arrange with the Organiser if you need any catering services during the event.

7. Power Supply & General Lighting

The Organiser will provide general hall lighting during the exhibition period.

Supplies to stands will be switched off at source 30 minutes after the exhibition closes each day. **Exhibitors requiring 24 hours supply must indicate their request in writing. Any additional costs incurred will be borne by the exhibitor.**

8. Electrical Installations & Fittings

Please note that only the Official Stand Builder/Technical Services Provider can execute electrical wiring/fittings in the booths/hall. Exhibitors and independent contractors must note that **all power outlets are for single machine/product use**. These power outlets are not allowed to be used for illumination purposes (e.g. spotlights/downlights affixed in existing display showcases etc). **USAGE OF MULTI-PLUGS AND EXTENSION CORDS IS STRICTLY PROHIBITED**.

The Organiser reserves the right to refuse connection to any exhibitors whose equipment is deemed unsafe.

9. Escalators and Lifts

Passenger lifts and escalators are not to be used for transporting freight or equipment, furniture including tables, chairs, boxes, etc. The use of trolleys is prohibited on the passenger lifts.

10. Freight Forwarding

APT Showfreight (S) Pte Ltd has been appointed the Official Freight Forwarder for the 8th QS-APPLE 2012. Please refer to the attached shipping manual for your shipping needs.

Please do not send your items to the venue directly. It is strongly recommended to use our Official Freight Forwarder for storage and delivery services to ensure your materials arrive on time on the day of move-in.

11. Exhibitor Badges

Each exhibition booth package includes **ONE** complimentary full exhibitor/delegate badge which entitles you to all conference sessions, morning/afternoon coffee breaks, lunches and Networking Buffet Dinner from 14 – 16 November 2012. Please complete the registration form(s) for your ONE complimentary delegate and paying delegates, if any, and fax to the Organiser at +65 6457 7832 by the stipulated deadline.

Each booth helper is chargeable at USD 95 per day.

Badges **must be worn at all times** during this period. For security reasons, these badges are **strictly non-transferable**.

12. Exhibitor Profile in THE BOOK

All exhibitors will receive a 50-word profile listing in THE BOOK.

THE BOOK is the Official Conference Programme and Exhibition Guide. Every delegate will be given a copy of THE BOOK and it will also be circulated to the press and distributed widely for publicity purposes.

Please email your profile within a week upon receipt of email confirmation to Ms. Kim Tan at kim.tan@qs-asia.com or Crystal Tan at crystal.tan@qs-asia.com

13. Internet Access

Complimentary internet access will be provided to the delegates at the Exhibition area throughout the whole event. We also do provide 5 Internet kiosks should you require to do a quick check of emails.

14. Travel & Accommodation

QS-APPLE has negotiated for special rates with our six Official Hotels that are within proximity of the conference venue. To enjoy this special rate, please select from the six hotel options, complete and fax or email the reservation form to the hotel directly with the fax number or email address given on the form itself.

Please note the deadline on the reservation form. All late bookings will be subject to availability at a higher room rate.

Participants who required visa, please obtained directly upon landing at major airports and seaports in Indonesia. The Visa on Arrival is not a work visa or a visitation visa therefore it can not be converted to obtain other immigration permits. The maximum stays permitted for the visa on arrival is 30 days. If you plan to stay longer than 30 days, you need to mention your intention to stay longer. Visa on Arrival can be extended for another 30 days via local immigration offices.

The requirements for Visa on Arrival are:
• Expiration date of the applicant's passport must be at least 6 (six) months after the date of entry
• Round-trip airplane ticket
• Payment of a US$ 25 visa fee
• A minimum of two blank pages in your passport

If you require our assistance to issue an invitation letter for your visa application, please provide the following details and email to crystal.tan@qs-asia.com:

Name (according to passport):
Passport Number:
Date of Issue:
Date of Expiration:
Country of Origin:
Company/Organization:
Arrival Date:
Departure Date:

For more information on visa requirements, please visit Department of Foreign Affairs, Indonesia,
http://www.deplu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=21&Name=Consular Service&l=en

IN-HALL OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Moving-in of Official Stand Builder / Technical Services Provider	13 Nov 2012	8.00 am to 2.00 pm
Exhibitor Registration & Move-in	13 Nov 2012	2.00 pm to 8.00 pm
All booths to be ready by	13 Nov 2012	8.00 pm

EXHIBITION PERIOD	DATE	TIME
Exhibition	14 Nov 2012	8.30 am – 10.00 pm
Exhibition	15 Nov 2012	8.30 am – 6.00 pm
Exhibition	16 Nov 2012	8.30 am – 2.00 pm

TEAR-DOWN PERIOD	DATE	TIME
Exhibitors move out from hall	16 Nov 2012	2.00 pm – 4.00 pm

**The above timing is accurate at time of print and is subject to changes.*

Note:

1. No late work is permitted. Independent stand fitting contractors must complete their work according to the schedule list. Overtime work may not be permitted, and if permission is sought from the Organiser, the contractor has to pay the hall owner the required overtime charges.
2. All exhibits must be in place by **20:00 hours, 13 November 2012**. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.
3. Exhibitors will be allowed in the exhibit hall 30 mins before it opens and may also leave 30 mins after closing.
4. Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on **16 November 2012 at 14:00 hours.** It is strictly forbidden to begin dismantling before this time.
5. All display material must be cleared from the exhibit hall by **18:00 hours, 16 November 2012.** Should an exhibitor fail to remove their exhibit, the Organiser reserves the right to remove it at the exhibitors' expense.

RULES & REGULATIONS

The Rules and Regulations listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents / contractors must observe the rules and regulations stated in this Exhibitor Manual.

Default in Occupancy

Any exhibitor failing to occupy the contracted space is not relieved of the occupation or payment of the full rental of such space. All display systems and equipment / products must be installed completely by **20:00 hours, 13 November 2012.** Unoccupied space may be repossessed by the Organiser for any purpose as they may see fit. Failure to notify the Organiser of cancellation in advance will cause exhibitor to lose the exhibit space.

Reselling / Use of Space

The exhibitor may not assign, sublet or resell; in whole or in part, their contracted space without prior permission from the Organiser. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.

Violations and Penalties

The Organiser may, at its discretion, reduce priority points for violation of these rules and regulations. In addition, substantial violations of any of these rules and regulations by the exhibitor shall forfeit to the Organiser all monies paid. It is to the exhibitor's advantage to contact the relevant parties prior to arriving on the show site with any questions.

Upon evidence of any substantial violation, the Organiser may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which the Organiser may thereby incur.

THE ORGANISER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE SHOW AND IN FAIRNESS TO ALL EXHIBITORS.

Liabilities

The exhibitor assumes the full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's stand structure. The exhibitor may not apply paint, lacquer, adhesives or other coating to columns, walls or floors of the venue or material provided by the Official Stand Builder on rental basis.

In the event any part of the exhibit hall or material is destroyed or damaged the Organiser reserves the right to cease permitting any exhibitor to occupy the assigned space during any part or the whole exhibition period, or in the event occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency or other cause beyond the control of the Organiser, the exhibitor hereby waives any claim against the Organiser beyond a refund of rent paid for the period it was prevented from using the space, less proportionate share of the exposition expenses incurred by the Organiser.

Limitation of Liability / Insurance
The Organiser would like to remind the exhibitor of the limits of liability as agreed to on the original signed contract for the exhibit space.

FILM AND AV DEMONSTRATIONS / CENSORSHIP / COPYRIGHTS

It is the responsibility of the exhibitor who wishes to play audiovisual material at their booth to secure the necessary copyright permit if necessary. The Organiser bears no responsibility for any legal actions, fines, litigation etc incurred by any exhibitor who has not obtained the said permit.

Sound levels must be set at a level that will not interfere with or annoy other exhibitors. The Organiser reserves the right to reduce the sound level and/or switch off any audio/visual display that causes complaints. The Organiser's decision is final if such a dispute arises.

PROMOTION DURING THE SHOW

Exhibitors are not permitted to place stickers, signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets etc along the gangways, near entrances / exits and escalators. The Organiser and venue owner have the right to remove anyone flouting this order.

BALLOONS AND FLYING OBJECTS

Exhibitors wishing to use balloons as part of their display must notify the Organiser one month prior to move-in date followed by a written request to the venue owner. The written request should be accompanied by the following details:

- Location of stand displaying the balloons
- Types of balloons on display
- Size/diameter/length of balloons on display
- 3D photo of balloons
- Type of gas used in the balloons
- Material from which the balloon is constructed

The use of balloons filled with safety gas and remote-controlled flying objects in the halls and the grounds are not permitted.

EMERGENCY AND EVACUATION PROCEDURES

In case of typhoons or earthquake

1. The alarm system which is non-electric powered shall be activated to signal an impending crisis.
2. Security people may use bull horns (megaphones) to warn, give announcements or directions to the people.
3. Please gather in front of the car parking area / BICC Entrance or at the beach front area next to the resort temple.

In case of tsunami

1. The alarm system which is non-electric powered shall be activated to signal an impending crisis.
2. Security people may use bull horns (megaphones) to warn, give announcements or directions to the people.
3. Please gather in front of the car parking area / BICC Entrance after which the guests will be either ferried or they can choose to walk (5-10mins) to Pujamandala Temple

Guidelines on Evacuation

On first alarm or on feeling of tremors:

1. Stay calm. Think through the consequences of any action you take. Try to calm yourself and reassure others.
2. At the sound of the alarm, everybody should stop whatever they are doing and prepare to evacuate.
3. Remain quiet throughout the evacuation.
4. Watch out for falling objects and avoid them.
5. Stay away from windows and mirrors.
6. If in danger, hide under a table, desk or strong doorway. Do not run outside.
7. Once out, stay out.
8. Follow orders and instructions.

After the tremors or if the decision is to evacuate, the alarm should be sounded:

1. First alarm consisting of one short and one long sound within 30 seconds means – prepare to evacuate.

2. Second alarm which should be continuous means – evacuate the building.

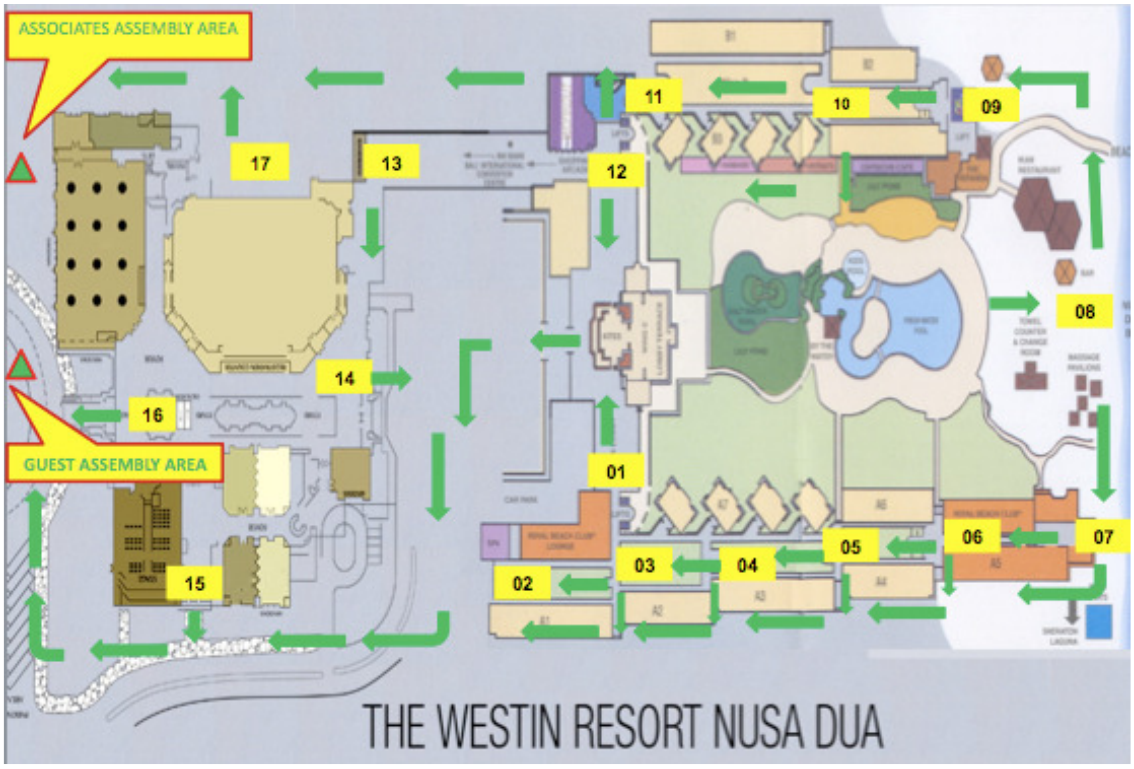
a) Follow instruction of exit marshals as you go down the stairs and exits.
b) Do not run but walk in a faster pace.
c) Do not push the person in front nor overtake the person ahead of you.
d) Do not lag behind or return to your room for your personal belongings.

e) Avoid making horse play.
f) Upon reaching the ground floor, go through the assigned exits or follow instructions of the marshal or floor captains and proceed to the evacuation area.
g) In case any person is missing, we should report this incident to the nearest floor captain inside the building who will alert the communication team/searchers to look for the missing person.
h) Nobody is allowed to leave the evacuation area until given the "clear signal" or instructed to go home/hotel.

During a Fire Alarm Activation

1. If practicable and if fire is still small and poses no personal danger to the one who sees it, the fire should be put out with an extinguisher.
2. If fire is uncontrollable, inform proper authorities who should call on the fire station or fire fighting personnel and make decision as to whether to evacuate or not. Buildings and grounds office shall deactivate the main switch.
3. If the decision is to evacuate, alarm should be sounded: First alarm consisting of one short and one long sound within 30 seconds means – prepare to evacuate. Second alarm, which should be continuous, means – evacuate the building.
4. When a fire alarm activates, the alarm bell will be broadcasted over the one way communication system to all areas.
5. All Lifts will be homed.
6. All escalators will be stopped.
7. All Public Addressing System including background music will be overridden.

EVACUATION ROUTE/ASSEMBLY AREA



SMOKING POLICY

Smoking is strictly prohibited in The Westin Resort Nusa Dua. All public areas, inclusive of Foyers, Registration Counters, Meeting Rooms, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.

PHOTOGRAPHY OF EXHIBITS

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request that photographs are not to be taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organiser and the press are exempted from this rule.

STORAGE

The Organiser is unable to provide storage facilities in the hall for any packing cases, surplus materials or other property of the exhibitor. Arrangements for its safekeeping must be made with the Official Freight Forwarder.

REMOVAL OF WASTE

During the build-up and break down days of the exhibition the aisles of the hall must not be obstructed with packing and construction materials or debris. "Bare Space" independent stand contractors or stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the exhibition, contractors must remove from the site all the materials, especially the double-sided carpet tape used from their clients' stands, by the respective timings stated in the "In-Hall Operations Time-Table". Should the contractors fail to do so, the monies of their Performance Bond will be used to pay for such removal by the Official Cleaning Agency.

The Organiser reserves the right to charge any exhibitor concerned who has no Performance Bond placed with the Official Stand Builder for removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) on the show floor. Exhibitors are advised to remind the stand contractor hired (other than the Official Stand Builder) to remove all material before leaving the hall. *Removal of crates and/or cartons remains the responsibility of the exhibitor.*

DILAPIDATION

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

OPERATION OF STANDS / CONDUCT AND BEHAVIOUR

All exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. This includes the distribution of leaflets, brochures, journals, etc.

FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organiser. In such an event, the Organiser shall not be responsible for any loss sustained by the exhibitor directly or indirectly attributable to the elements of nature, force majeure or orders and directives by any governmental authority and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organiser.

AUTHORITY OF PREMISES

In the event of any problems or disputes on-site, the decision of the Organiser, being lessee of the premises, will be final. The Organiser also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and the concerned parties.

PAYMENT OF EXHIBITION SPACE

No exhibitor may begin stand construction or move their exhibits into the Hall or surrounding area until the Organiser has received full payment.

ELECTRICAL SUPPLIES AND INSTALLATION

The standard electrical current supplies available for use on stands at the exhibition are:

Single-Phase alternating current at 230 volts, 50 Hz (+/-10%)
Three-Phase with neutral alternating current at 415 volts, 50 Hz (+/-10%)

For safety reasons and the protection of electrical installation at the exhibition premises, all power main installations from source to outlet (exhibition stands) must only be carried out by the appointed Technical Services Provider. All distribution boxes where required and deemed necessary by the Technical Services Provider will be hung or mounted on the walls or structures of the stand. Please inform your stand contractor the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the exhibitor submits in writing to the Organiser or the Technical Services Provider to discharge us from any liability whatsoever. The Organiser seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Connection of exhibits within the stands may be carried out by the exhibitor's technician, but the Technical Services Provider must inspect them before circuits will be made live.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organiser and the venue owner. If permitted, a fee may be levied.

The Technical Services Provider (in consultation with the Organiser) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical / Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Exhibitors requiring 24-hour supply must submit in writing their requirement to the Technical Services Provider, at least two (2) weeks prior to the build-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc, must be borne by the exhibitor concerned.

Requests for any item not listed in the form can be directed to the KITASATUBALI.

Supplies to stands will be from 30 minutes before and 30 minutes after exhibition hours each day. Supplies to stands during the build-up and tear down period are stated in the Time-Table of In-Hall Operations.

STAND CONSTRUCTION

Exhibitors and their contractors must take note and adhere to the timings for the building-up and tear down periods stated in the In-Hall Operations Schedule when preparing and constructing their stands and exhibit displays. Extension of these timings may not be possible. If extensions are granted the charges involved would be very costly, and must be borne by the exhibitor or their contractor concerned.

The Organiser has appointed KITASATUBALI as the Official Stand Builder for all Shell Scheme Package stands. An exhibitor may employ a contractor of his choice to construct stand interiors and any free-standing displays or fitments that may be required, subject to the following rules and regulations: -

Exhibitors are responsible for the cost of restoring any damages or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

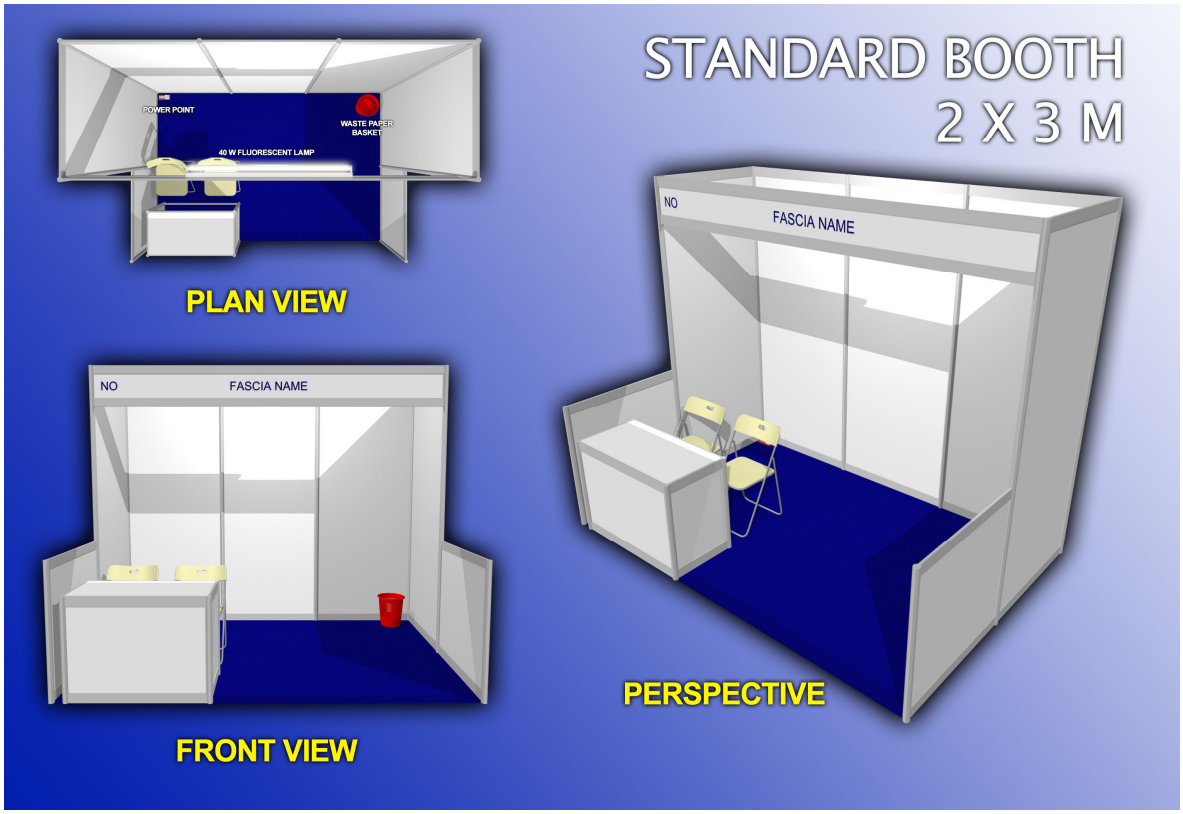
The fascia is approximately 300 mm broad, including the aluminum frame. Exhibitors may add their company logo not more than 180mm (H) and 300mm (W) by arrangement with the Official Stand Builder (Kitasatubali). Any changes in the type or colour of the floor covering provided, must be negotiated with the Official Stand Builder. All costs incurred must be borne by the exhibitor.

No additional fittings or displays, including additional name boards, covers, logos, balloons, etc, are to be attached, nailed, screwed or drilled to the stand structure provided by the Official Stand Builder. If this instruction is ignored, the Official Stand Builder (Kitasatubali) reserves the right to charge the exhibitor or contractor concerned for any damages to their materials. The Official Stand Builder (Kitasatubali) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any costs incurred will be borne by the exhibitor.

No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such work done on the panels must inform the Official Stand Builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor **must be removed from the panels after the exhibition before leaving the premises**.

No financial credit or item-exchange will be given by the Organiser or the Official Stand Builder (Kitasatubali) for any Shell Scheme package items not utilised.

Shell Scheme Package



**For Illustration purpose only*
**Subject to change*

Shell scheme stands will be built from Pifex system. The following items will be provided in the package (based on a 6 sqm stand):

Rear and Dividing Walls:
Wall is made of laminated plywood, with aluminum structure. Posters can only be attached using double-sided adhesive tape. We can provide hooks if you would like to wall-mount items. No screws, nails, bolts, paints, glue are allowed.

Fascia board:
The fascia board is approximately 27cm x 300cm, cutout stickers.

Floor Covering:
Floor covering will be new needle punch carpet laid directly on the floor(dark blue/grey).

Electrical Items and Furniture:
- 1 no. of 220V/ 2 amp power socket, 400w
- 1 no. of fluorescent tube light
- 1 no. of information counter (height 75cm)
- 2 nos. of folding chairs
- 1 no. of waste paper bin

EXHIBITOR APPOINTED STAND FITTING CONTRACTOR

a) Exhibitors may appoint their own contractor for stand construction, but not for electrical which must be carried out by the Organiser's official contractor. Exhibitors are responsible and liable for their appointed contractor's observance of all Rules and Regulations, including the strict observance of the Build-up and Teardown schedule. The Organiser reserves the right to charge any such exhibitor and / or contractor who have violated any rule or regulation or delay in the build-up or teardown, for additional works required as a result of the violation.

(b) All non-official stand contractors must lodge a deposit of S$50/- per sqm (minimum of S$500/- not exceeding S$5,000/-) per stand of 6sqm with the Official Constructor to serve as a performance bond as well as a damage deposit. The deposit will be refunded after the deduction for services and damages.

STAND BOUNDARIES AND DESIGN RESTRICTIONS

No exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary. Any design for a structure exceeding 2.5 metres in height must be submitted for approval in advance and will be considered on a case-to-case basis. If approved, this structure will be restricted to an area of 1 metre (3.28 ft) away from the back side walls. Open frontages: All stands, irrespective of height must have at least one-half of any frontage facing an open aisle. The maximum height allowed is 6.0 metres. All exhibitors must seek approval from the Organiser for any stand construction that exceeds 2.5metres in height. Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Organiser building this wall on the exhibitor's behalf and charging the cost to the exhibitor.

QS APPLE 2012

Form

1

Return Form to:	**KITASATUBALI** Edward Forrer Building Jl. Teuku Umar No. 275, Denpasar Bali 80113, Indonesia Tel. (62) 361 243806, Fax. (62) 361 229014 Attn. Nirmala Trisna (nirmala@kitasatubali.com)
Deadline:	**October 29, 2012**

FASCIA NAME – SCHELL SCHEME PACKAGE

THIS FORM MUST BE RETURNED BY ALL SHELL SCHEME EXHIBITORS.
PLEASE TYPE/WRITE IN BLOCK LETTERS

STAND NO

Company Name:

Address:

Country:

Contact Person:

Job Title:

Tel:

Fax:

Email:

Authorized by (Signature) Date:

Please enter below the Exhibitor name, which you require, on the fascia. This will be provided in block letters, white standard English Alphabet (maximum 30 characters, including space). ***PLEASE USE BLOCK LETTERS***

COMPANY NAME

STAND NO.

*The following items are Shell Scheme Booth entitlement:

a. Wall: Construction of backwall and sidewall partition, made of laminated plywood, with aluminum structure. Posters can only be attached using double-sided adhesive tape. We can provide hooks if you would like to wall-mount items. No screws, nails, bolts, paints, glues are allowed.
b. Fascia board (27cm x 300cm): cutout stickers
c. Electrical: provision of 220V/ 2 amp power socket (400w), 1 no of 40W fluorescent tube light behind fascia board.
d. Furniture: provision of 2 nos folding chairs, 1 no of information desk (75cm) and 1 no of wastepaper basket.
e. Flooring: needle punch carpet $6m^2$

*the above entitlements cannot be interchanged with other items. If exhibitors do not require any of the items, no refunds will be given.

QS APPLE 2012

Form

2

Return Form to:	**KITASATUBALI** Edward Forrer Building Jl. Teuku Umar No. 275, Denpasar Bali 80113, Indonesia Tel. (62) 361 243806, Fax. (62) 361 229014 Attn. Nirmala Trisna (nirmala@kitasatubali.com)
Deadline:	**October 29, 2012**

ADDITIONAL FURNITURE RENTAL

THIS FORM MUST BE RETURNED BY ALL SHELL SCHEME EXHIBITORS.
PLEASE TYPE/WRITE IN BLOCK LETTERS

NO PO BOX ADDRESS PLEASE

STAND NO

Company Name:

Address:

Country:

Contact Person:

Job Title:

Tel:

Fax:

Email:

Authorized by (Signature) Date:

Code	Item	Unit Cost (USD)	Days	Qty	Amount (USD)
A1-1	Bar stool (h 56-77cm)	27.5	3		
A1-2	Sofa chair with arm (faux leather, one seater)	38.5	3		
A1-3	Sofa chair with arm (faux leather, two seater)	75	3		
A1-4	Office chair (h: 42-51cm)	55	3		
A2-1	Coffee table (glass. Straight legs)	40	3		
A2-2	Coffee table (glass, curved legs)	40	3		
A2-3	Bar table (aluminum, h 100cm)	27.5	3		
A2-4	Bar table (black, h 100cm)	27.5	3		
A3-1	Café/bistro seating (2 seats + 1 table, wicker)	99	3		
A4-1	Criss cross brochure stand (A4 size)	77	3		
A4-2	Mini fridge	55	3		
A4-3	Coffee maker	26	3		
A4-4	Water dispenser, incl. 3 gallons of water + cups	85	3		
	TOTAL				
	Please add 10% VAT				
	GRAND TOTAL				

Important Notes:

1. Orders after deadline are subjected to stock availability.
2. Orders received on site will be subjected to 50% surcharge for all orders.
3. Orders are only valid with full remittance.
4. A cancellation fee of 50% of rental price will be levied for cancellation received upon confirmed and paid orders.
5. Any damaged or loss items will be replaced by exhibitor.
6. If you have special requirements that are not listed here, please contact KITASATUBALI for a quotation.

PAYMENT DETAILS
Orders are only valid when accompanied with full remittance. Payment should be made payable to:
CV. KITA SATU BALI
Bank Central Asia (BCA), KCU Denpasar
Jl. Hasanudin 58, Denpasar 80119
Acc. No. 040 19 333 01
SWIFT Code: CENAIDJA

FURNITURE CATALOGUE

A1-1 Bar stool

A1-2 Sofa chair with arm, one seater

A1-3 Sofa chair with arm, two seater

A1-4 Office Chair

A2-1 Glass coffee table, straight legs

A2-2 Glass coffee table, curved legs

A2-3 Aluminum Bar Table

A2-4 Black Bar Table

A3-1 Café/Bistro seating

A4-2 Mini Fridge

A4-1 Criss Cross Brochure Stand

A4-3 Coffee Maker

QS APPLE 2012

Form

3

Return Form to:	**KITASATUBALI** Edward Forrer Building Jl. Teuku Umar No. 275, Denpasar Bali 80113, Indonesia Tel. (62) 361 243806, Fax. (62) 361 229014 Attn. Nirmala Trisna (nirmala@kitasatubali.com)
Deadline:	**October 29, 2012**

LIGHT FITTINGS & ELECTRICAL SUPPLIES ORDER

THIS FORM MUST BE RETURNED BY ALL SHELL SCHEME EXHIBITORS.
PLEASE TYPE/WRITE IN BLOCK LETTERS

NO PO BOX ADDRESS PLEASE

STAND NO

Company Name:

Address:

Country:

Contact Person:

Job Title:

Tel:

Fax:

Email:

Authorized by (Signature) Date:

Item	Unit Cost (USD)	Days	Qty	Amount (USD)
40W Fluorescent tube	48	3		
100W Spotlight	48	3		
150W Halogen lamp	74	3		
300W Floodlight	55	3		
13 Amp/220V 1-Phase socket (not for lighting)	25			
15 Amp/220V 1-Phase socket (not for lighting)	50			
Light fitting connection	25			
TOTAL				
Please add 10% VAT				
GRAND TOTAL				

Important Notes:

1. If exhibitor requires extra lightings or sockets apart from the Shell Scheme Booth entitlements, please fill in this form.
2. Orders after deadline are subject to stock availability.
3. Orders received on site will be subject to 50% surcharge for all orders.
4. Orders are only valid with full remittance.
5. A cancellation fee of 50% of rental price will be levied for cancellation received upon confirmed and paid orders.
6. Please complete the SERVICE LOCATION PLAN (FORM 5) showing the exact position of electrical requirements and other installation with your order. Otherwise, they will be fixed at the electrical contractor's own discretion.

PAYMENT DETAILS
Orders are only valid when accompanied with full remittance. Payment should be made payable to:
CV. KITA SATU BALI
Bank Central Asia (BCA), KCU Denpasar
Jl. Hasanudin 58, Denpasar 80119
Acc. No. 040 19 333 01
SWIFT Code: CENAIDJA

QS APPLE 2012

Form

4

Return Form to:	**KITASATUBALI** Edward Forrer Building Jl. Teuku Umar No. 275, Denpasar Bali 80113, Indonesia Tel. (62) 361 243806, Fax. (62) 361 229014 Attn. Nirmala Trisna (nirmala@kitasatubali.com)
Deadline:	**October 29, 2012**

AUDIO VISUAL EQUIPMENT RENTAL ORDER

THIS FORM MUST BE RETURNED BY ALL SHELL SCHEME EXHIBITORS.
PLEASE TYPE/WRITE IN BLOCK LETTERS

NO PO BOX ADDRESS PLEASE

STAND NO

Company Name:
Address:

Country:
Contact Person:
Job Title:
Tel:
Fax:
Email:
Authorized by (Signature) Date:

Item	Unit Cost (USD)	Days	Qty	Amount (USD)
TV display 42” with stand	93.5	3		
TV display 50” with stand	154	3		
DVD player	27.5	3		
Laptop	75	3		
Laser printer (BW)	65	3		
Additional toner	36	3		
Laser printer (Color)	125	3		
Additional toner/color	69	3		
Inkjet printer (Color)	60	3		
Additional ink/color	17	3		
TOTAL				
Please add 10% VAT				
GRAND TOTAL				

Important Notes:

1. Orders after deadline are subjected to stock availability.
2. Orders received on site will be subjected to 50% surcharge for all orders.
3. Orders are only valid with full remittance.
4. A cancellation fee of 50% of rental price will be levied for cancellation received upon confirmed and paid orders.
5. If you have special requirements that are not listed here, please contact KITASATUBALI for a quotation.

PAYMENT DETAILS
Orders are only valid when accompanied with full remittance. Payment should be made payable to:
CV. KITA SATU BALI
Bank Central Asia (BCA), KCU Denpasar
Jl. Hasanudin 58, Denpasar 80119
Acc. No. 040 19 333 01
SWIFT Code: CENAIDJA

QS APPLE 2012

Form

5

Return Form to:	**KITASATUBALI** Edward Forrer Building Jl. Teuku Umar No. 275, Denpasar Bali 80113, Indonesia Tel. (62) 361 243806, Fax. (62) 361 229014 Attn. Nirmala Trisna (nirmala@kitasatubali.com)
Deadline:	October 29, 2012

SERVICE LOCATION PLAN

THIS FORM MUST BE RETURNED BY ALL SHELL SCHEME EXHIBITORS.
PLEASE TYPE/WRITE IN BLOCK LETTERS

NO PO BOX ADDRESS PLEASE

STAND NO

Company Name:

Address:

Country:

Contact Person:

Job Title:

Tel:

Fax:

Email:

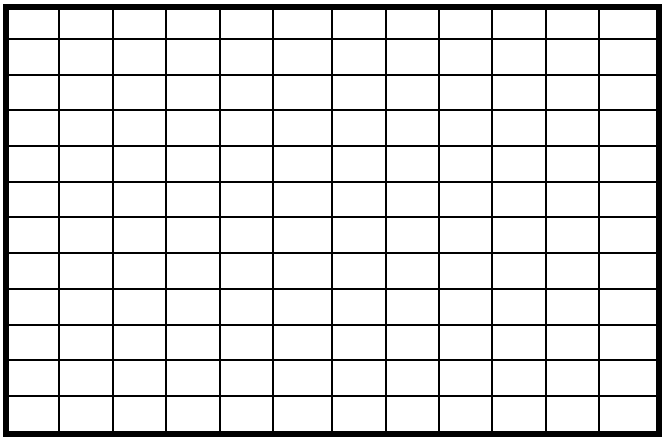
Authorized by (Signature) Date:

- Sketch the location of your utilities, such as power outlets and lights.
- Please note that positions of the lights for the standard Shell Scheme Package are fixed and cannot be relocated.
- Please ensure that the position lights are located on the walls or fascia (unless your stand has an interior structure to which they can be attached).
- It is important that this service location plan be COMPLETED AND SUBMITTED by the indicated deadline. Failure to submit may result in the delay of the utility provision. In the event the utility cannot be provided (due to onsite circumstances), no refund will be disbursed.
- If the location plan of any service is not submitted, it may be placed at the discretion of the official contractor, and any relocation will be at the Exhibitor's expense.

PLEASE INDICATE LOCATIONS OF YOUR UTILITIES ON THIS FORM.

LEFT OPEN/ RIGHT

OPEN/



LEGEND:

	100W Spotlight
	100W Long Arm Spotlight
	40W Fluorescent Tube
13A	13 Amp / 230V Single Phase
15A	15 Amp / 230V Single Phase
LC 100W	100W Lighting Connection

PROFILE WRITE-UP IN 'THE BOOK'

All exhibitors are entitled to a 50-word profile write-up in 'The Book' – the printed conference programme which will be given to all delegates.

Please complete the following and email it back to:

Ms. Crystal Tan
Email: crystal.tan@qs-asia.com

1) CONTACT PERSON INFORMATION (PLEASE COMPLETE)

Name (Prof/Dr/Mr/Mrs/Ms): _____

Organization: _____

Designation: _____

DID: _____ **Mobile:** _____ **Fax:** _____

Email: _____

Address: _____

City: _____ **Country:** _____ **Zip/Postal Code:** _____

Website: _____

2) 50-WORD PROFILE

_____

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Complimentary Form
(ONE registration form per person)

8th QS-APPLE

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION **www.qsapple.org**

The Westin Resort Nusa Dua, Bali, Indonesia
14 - 16 November 2012

1. Contact Information (PLEASE COMPLETE)

First name, last name, organisation and country will appear on conference badge as provided here

Please fax completed form to:
+65 6457 7832

Title: Prof / Assoc Prof / Dr / Mr / Mrs / Ms (Delete as appropriate)

First or Given Name: _____

Last or Family Name: _____

Organisation: _____

Department: _____

Job Title / Designation: _____

Tel: _____ Fax: _____ Email: _____

Address: _____

City: _____ Country: _____ Zip/Postal Code: _____

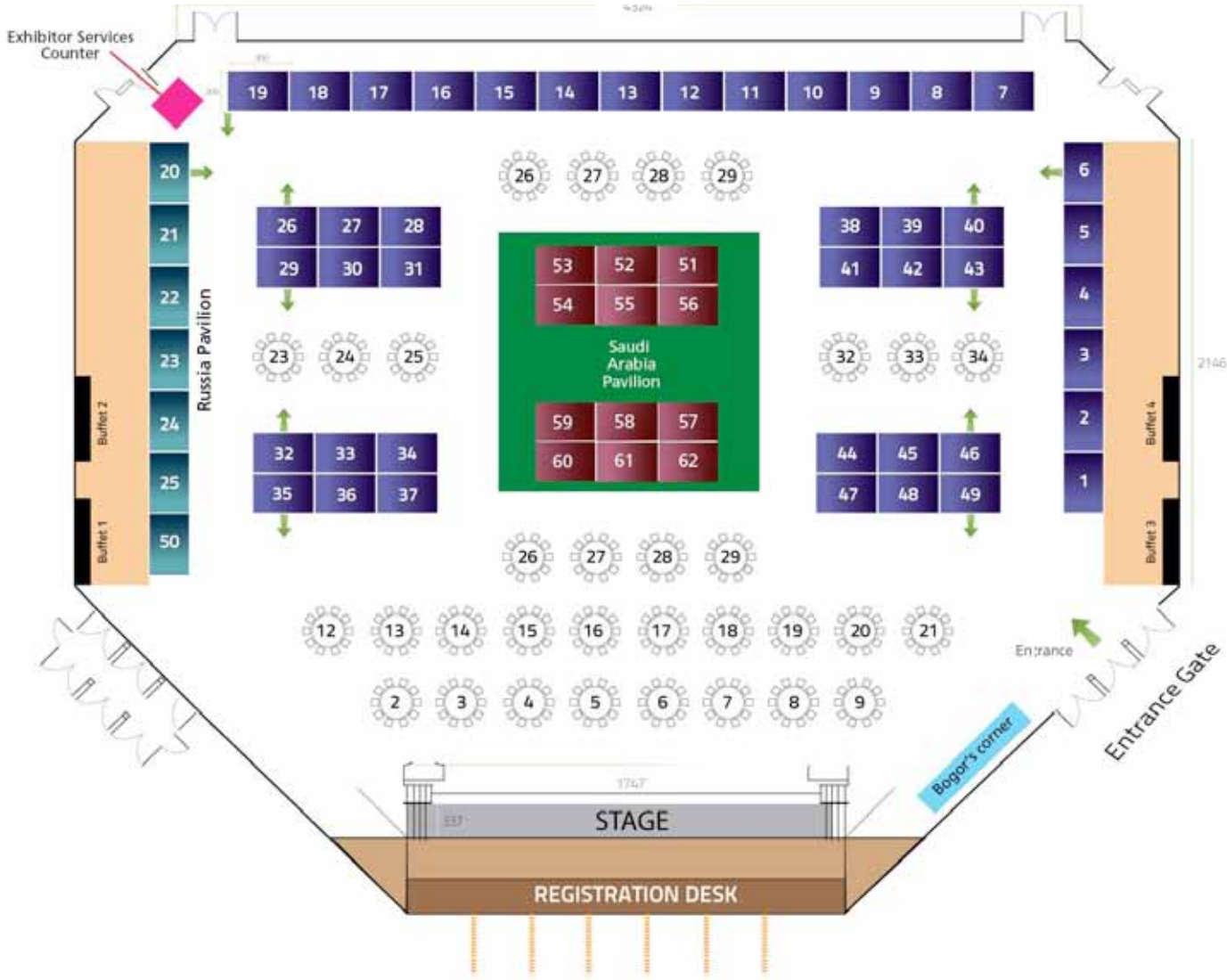
2. Authorisation

_____

Signature / Company Stamp Date

8th QS-APPLE

FLOOR PLAN



BOOTH NUMBER	NAME OF EXHIBITOR
1 & 2	SUNGKYUNKWAN UNIVERSITY (SKKU), KOREA
3 & 4	TAIPEI MEDICAL UNIVERSITY, TAIWAN
5 & 6	CHUNG-ANG UNIVERSITY, KOREA
7	IELTS AUSTRALIA, AUSTRALIA
8	LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY, MALAYSIA
9	KAIST, KOREA
10	NATIONAL TAIPEI UNIVERSITY OF TECHNOLOGY, TAIWAN
11	DUBAI INTERNATIONAL ACADEMIC CITY (DIAC), UAE
12	PRINCE OF SONGKLA, THAILAND
13	IELTS, UK
14	UNIVERSITI BRUNEI DARUSSALAM, BRUNEI
15	MAHASARAKHAM UNIVERSITY, THAILAND
16	DUQUESNE UNIVERSITY, USA
17	UNIVERISTAS AIRLANGGA, INDONESIA
18	EMERALD GROUP, MALAYSIA
19	AL-FARABI KAZAKH NATIONAL UNIVERSITY, KAZAKHSTAN
20	EASTERN EUROPEAN UNIVERSITY ASSOCIATION, RUSSIA
21	FAR EASTERN FEDERAL UNIVERSITY, RUSSIA
22	IMMANUEL KANT BALTIC FEDERAL UNIVERSITY, RUSSIA
23	BAUMAN MOSCOW STATE TECHNICAL UNIVERSITY, RUSSIA
24	MGIMO UNIVERSITY, RUSSIA
25	URAL FEDERAL UNIVERSITY, RUSSIA
26	KARAGANDA STATE UNIVERSITY, KAZAKHSTAN
27 & 28	QS QUACQUARELLI SYMONDS LTD & QS ASIA QUACQUARELLI SYMONDS PTE LTD
31	ITS, INDONESIA
32	SULTAN QABOOS UNIVERSITY, OMAN
33	UNIVERSITI TEKNOLOGI PETRONAS, MALAYSIA
34	INHA UNIVERSITY, KOREA
35	NATIONAL TAIWAN NORMAL UNIVERSITY, TAIWAN
36	ETS TOEFL & GRE, UK
37	UNIVERSITY OF MALAYA, MALAYSIA
38	UNIVERSITY OF MELBOURNE, AUSTRALIA
39	UNIVERSITY OF NEWCASTLE, AUSTRALIA
40	AUSTRALIAN NATIONAL UNIVERSITY , AUSTRALIA
41	ICEF GMBH, AUSTRALIA
42	CHINA MEDICAL UNIVERSITY, TAIWAN
43	UNIVERSITY OF JOHANNESBURG, SOUTH AFRICA
44	KYUNG HEE UNIVERSITY , KOREA
45	BINUS UNIVERSITY, INDONESIA
46	ACCEPTD, USA
47	NANYANG TECHNOLOGICAL UNIVERSITY, SINGAPORE
48 & 49	BOGOR AGRICULTURAL UNIVERSITY, INDONESIA
50	NATIONAL RESEARCH NUCLEAR UNIVERSITY (MEPHI), RUSSIA
51	PRINCE MOHAMMAD BIN FAHD UNIVERSITY, SAUDI ARABIA
52 & 53	QASSIM UNIVERSITY, SAUDI ARABIA
54 & 55	KFUPM, SAUDI ARABIA
56	UMM AL-QURA UNIVERSITY, SAUDI ARABIA
57	ISLAMIC UNIVERSITY OF MADINAH, SAUDI ARABIA
58	KING SAUD UNIVERSITY, SAUDI ARABIA
59	AL-IMAM MUHAMMAD IBN SAUD ISLAMIC UNIVERSITY (IMSIU), SAUDI ARABIA
60	KING ABDULAZIZ UNIVERSITY, SAUDI ARABIA
61 & 62	MINISTRY OF HIGHER EDUCATION, SAUDI ARABIA

8th QS-APPLE
EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

THE WESTIN RESORT NUSA DUA, BALI.
Kawasan Pariwisata Nusa Dua, BTDC Lot N-3, Nusa Dua 80363, Bali, Indonesia.
T 62.361.771.906 F 62.361.772.049
westin.com/bali

HOTEL REGISTRATION FORM

8th QS-APPLE Conference and Exhibition
14 – 16 November 2012

Please complete the Hotel Reservation Form and return to:
The Westin Resort Nusa Dua Bali, Group Reservation
Fax : +62 361 772 049 Email : 00035.groups@westin.com

Guestroom Rates

Room Categories	Room Rate for Period of stay from November 12, 2012 to November 17, 2012	Your Preference Please tick (V)
Main Hotel		
Deluxe Garden	USD 265 net	
Deluxe Pool	USD 285 net	
Deluxe Garden Terrace	USD 305 net	
Deluxe Pool Terrace	USD 325 net	
Westin Suite	USD 465 net	

Remarks

- Guestroom rates are inclusive of 21% tax and service charge.
- Guestroom rates are based on per room per night.
- Guestroom rates are inclusive of American Buffet Breakfast for one or two persons.
- Guestroom rates are inclusive of 24 hours internet access.

WESTIN HOTELS & RESORTS

Guest Detail

Name : _____

Company : _____

Mailing Address : _____

City : _____ Country: _____ Postal Code: _____

Telephone : _____ Fax: _____

Email : _____

Arrival Date : _____Airline: _____Flight No: _____ETA: _____

Departure Date : _____Airline: _____Flight No: _____ETD: _____

Airport Pickup* : □ Not require □ Yes, please indicate preference: _____

** Toyota Innova at USD 16 net per vehicle per way.*
** Mercedes Benz E Class at USD 38 net per vehicle per way.*

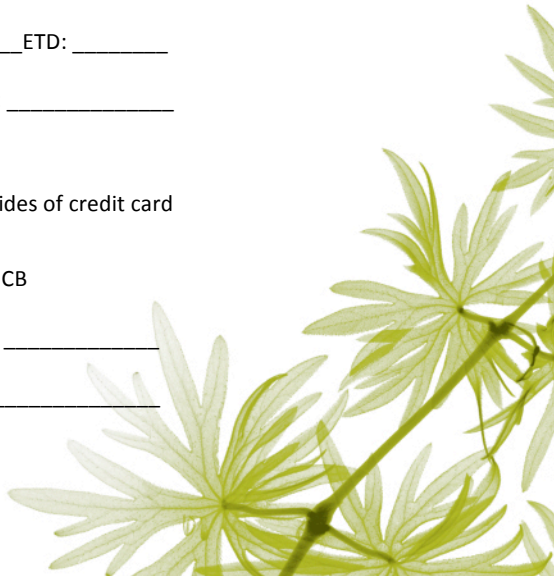
Reservations require credit card guarantee (check one), and fax copy both sides of credit card together with attached.

☐ American Express ☐ Visa ☐ Master Card ☐ Diners Club ☐ JCB

Card Number : _____ Expiration Date: _____

Name on Card : _____ CVC: _____

Signature : _____



THE WESTIN RESORT NUSA DUA, BALI.
Kawasan Pariwisata Nusa Dua, BTDC Lot N-3, Nusa Dua 80363, Bali, Indonesia.
T 62.361.771.906 F 62.361.772.049
westin.com/bali

Important Notes

- A non-refundable deposit equal to a one (01) night(s) stay is required to hold the reservation. This deposit shall serve to confirm the reservation for the dates indicated, and upon check-in this deposit shall be applied to the first night of the reserved stay. A bank draft or a valid credit card number and expiry date is acceptable.
- Space to be confirmed upon availability on date of booking.
- Any cancelations or no shows that occurs within 30 days prior to the arrival date will be charged a full-stay cancellation/no-show fee.
- Any late arrival or early departure will be charged a cancellations fee equivalent to the room rate times the number of reduced night(s).
- All hotel payments should be made directly to the hotel upon check-out.
- Rooms confirmed usually will be available to be occupied after 1500 hrs on date availability. Rooms for arrival before 1500 hrs will be allocated / confirmed upon availability. If you plan to arrive early on the day, you may wish to reserve your room for the previous night to be sure that your room is ready when you arrive. A 50% of room charge is applied for late check-out until 1800 hrs and full room charge for checking out after 1800 hrs.

WESTIN
HOTELS & RESORTS

8th QS-APPLE

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

MELIÃ | BALI INDONESIA

HOTEL RESERVATION FORM

8th QS-APPLE Conference and Exhibition
14 – 16 November 2012

Please complete the Hotel Reservation Form and return to:
The Melia Bali Hotel
Fax : +62-361-776880 Email : ferry.firmansyah@meliabali.com ,sales@meliabali.com or reservation@meliabali.com

Name_____

Company _____

Mailing Address _____

City_____ Country_____ Postal Code _____

Telephone_____ Fax _____

E-mail_____

☐ Single ☐ Double/Twin ; Sharing with_____

☐ Deluxe	USD 195.00
☐ Duplex	USD 230.00
☐ Lagoon Access Suite	USD 345.00
☐ The LEVEL Lagoon Access Suite	USD 395.00

Arrival Date_____ Flight No_____Time_____

Departure Date_____ Flight No_____Time_____

Airport Transfers USD 20.00 net /car/ way from/ to Ngurah Rai Airport
☐ Yes ☐ No

Reservation require credit card guarantee (credit one)
☐ American Express ☐ Visa ☐ Master Card ☐ Dinners Club

Card Number_____ Expiration Date _____

Signature_____

Terms & Conditions

- The above rates are nett inclusive of 21% Government Tax and Service Charge, buffet breakfast and internet access
- Rates are valid for 3 days pre and post conference
- A non – refundable deposit equal to a one night stay is required to hold the reservation. Reservations must be guaranteed by cash deposit or major credit card.
- This deposit shall serve to confirm the reservation for the date indicated, and upon check in this deposit shall be applied to nights of the reserved stay.
- Any reduction of stay from original booking will be charged if not advised at check in
- Reservation without details of arrival time, will only be held until 4:00pm on day of arrival and will be released automatically if not informed of extension of time.
- A Bank draft or valid credit card number and expiration date is acceptable.
- Any cancellation 21 days prior to arrival or no show of an entire night's stay is required or cancellation fee will be charged.
- Any cancellation cause of force majeure e.g natural disaster, terrorist attack or political unrest is allowed without penalty
- All hotel payment should be made directly to the hotel upon check out.
- Check in time 14.00 PM. Early check in is subject to availability Check out time 12.00 noon. Late check out time subject to availability with half day charge will be applied. After 6:00pm one night room charge will be applied.
- Receipt of payment by the Hotel is determined upon confirmation by the Hotel Bank, 30 days after receiving the total invoiced.
- Other mode of payment such as credit card, cash,or bank draft will be subject to the Hotel acceptance.
- Payment must be settled in cash, bank draft certified by the Bank or by money transfers to the following account number.

Thank you and we look forward to welcoming you and your guest to Melia Bali Villas & Spa Resort

Confirmed by_____ No _____ Acknowledged by_____

June 5, 2012

8th QS-APPLE
EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

MELIÃ | BALI INDONESIA

CREDIT CARD AUTHORIZATION CHARGE

To : .....

From : .....

Date : .....

Transmitted by fax

This credit card authorisation is created for the cardholder to allow Melia Bali Villas & Spa Resort to charge an agreed amount on to credit card. The sender of this card fax must be the cardholder. Please complete the information below and send a clear photocopy of the front and back of the credit card. We will accept Visa, Mastercard, and American Express. The Sender of this fax and the person who signs below, and the cardholder must be the same person.

I. .....(the cardholder) agree for Melia Bali Villas & Spa Resort to charge on my credit card amount of Rp.....being payment of Room charge / Meals / All expenses (please circle one).
The credit card is a Visa / Mastercard / American Express (please circle one). My credit card number is.....
the expiry date is.....and the name printed on the credit card is.....

By signing below I agree for Melia Bali Villas & Spa Resort to go ahead with this charge and agree not to dispute this charge with the credit card company. I am signing this freely, I am not forced to sign this, I am not mentally ill, and understand this charge completely.

Mr. / Mrs.....

Signature.....

Date.....

Please photocopy the front and back of the credit card and the copy must clearly show the card number, expiry date, name on the credit card and signature on the back of the card, which must match the signature above.
Please complete this and fax it to the attention of the Financial Controller.

Telephone: (0361) 77 15 10
sales@meliabali.com
www.meliabali.com

77 52 07 Executive Office
77 13 62 Reservation
77 68 80 Sales & Marketing

8th QS-APPLE

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

GRAND HYATT BALI

HOTEL RESERVATION FORM

8th QS-APPLE Conference and Exhibition
14 – 16 November 2012

Please complete the Hotel Reservation Form and return to:
Grand Hyatt Bali, Antari or Gede Ardiana
Fax : +62 361 772 038 Email : : balgh-group_reservations@hyatt.com or gede.ardiana@hyatt.com
Not later than 14 Oct 2012

Guest name 1 : Mr/Mrs/Ms (*please underline surname*): .....

Guest name 2 : Mr/Mrs/Ms (*please underline surname*):.....

Company name/Title : .....

Mailing address: .....

Telephone: ..... Fax: ..... E-mail address: .....

Arrival date: ..... Flight no: ..... Time: .....

Departure date: ..... Flight no: ..... Time: .....

Passport number: ..... Country issued: .....

ROOM RATE (Please pick 1)

❑	Grand Room	US$ 260.00 nett	❑	Ocean Room	US$ 295.00 nett
❑	Club Garden	US$ 320.00 nett	❑	Club Deluxe Garden	US$ 335.00 nett
❑	Grand Suite	US$ 605.00 nett			

The rates quoted are per room per night including daily American Breakfast for two (2) persons for Grand Room and Grand Room Ocean, while for Club Garden and above room categories will extend Club Benefits (Continental Breakfast, all day tea and coffee, happy hours cocktail and canapé at 5-7PM served at Club Lounge, private swimming Pool). The rates quoted are inclusive of 10% service charge and 11% government tax

3rd person in Grand Room or Ocean Room at 35.00 nett per room per night with include American Breakfast
3rd persons for Club room and above at US$ 75.00 nett per room per night include Club Benefits

GUARANTEE

Please complete to guarantee your reservation.

❑ American Express ❑ Visa ❑ Diners Club ❑ JCB ❑ Mastercard

Full Name of Card Holder: ..... Expiry date:...../ .....

Card number:..... Signature: .....

Grand Hyatt Bali is authorized to charge your credit card without signature, if there is any Cancellation or No-Show Fee.

AIRPORT PICK UP:

☐ Executive Minivan (Toyota Alphard) at US$ 32.00 nett per car/way maximum 4 persons include luggage
☐ Minivan (Toyota Kijang Innova) at US$ 17.00 nett per car/way maximum 3 persons include luggage

Please look for our hotel airport representative who will hold hotel signage (with hotel logo) at arrival gate

CANCELLATION/NO-SHOW POLICY

14 days prior to arrival : 1 (one) night cancellation
7 days prior to arrival : 100% charge from the entire period of stay

GRAND HYATT BALI

Grand Hyatt Bali
P.O. Box 53, Nusa Dua, Bali, Indonesia
Tel: (62) 361 77 1234 Fax: (62) 361 77 2038
Bali.grand.hyatt.com

8th QS-APPLE

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

COURTYARD Marriott

HOTEL RESERVATION FORM

8th QS-APPLE Conference and Exhibition
14 – 16 November 2012

Please complete the Hotel Reservation Form and return to:
Courtyard Marriot
Fax : +62-361-300 3999 Email : eka.aryani@courtyard.com or

Name_____

Company _____

Mailing Address _____

City_____ Country_____ Postal Code _____

Telephone_____ Fax _____

E-mail_____

Check In Date _____ Check Out Date _____

Arrival Date_____ Flight No_____Time_____

Departure Date_____ Flight No_____Time_____

☐ Deluxe Room (King or Double) - USD 150

Airport Transfers ☐ Yes ☐ No

Reservation require credit card guarantee ☐ American Express ☐ Visa ☐ Master Card ☐ Dinners Club

Card Number_____ Expiration Date _____

Name appears on the Card _____Signature_____

Term & Condition

- The above rates are net inclusive 21% Government Tax and Service Charge and buffet breakfast.
- To avoid disappointment of rooms not being available, please make your reservation prior to
- **September 28, 2012**.
- Rates are per room per night inclusive 11% tax and 10% service charge.
- Rates above are only valid during Group period November 13 -17, 2012. Others than that, the prevailing
- rate will be applied.
- A credit card number is required to confirm reservations.
- Rates are inclusive of daily buffet breakfast in MoMo Cafe for single or double occupancy.
- Additional person charge of USD 40 net/room/night and is applicable for persons 12 years of age and above. Additional person charge includes one extra bed and daily breakfast. Only applicable on king size bedroom.
- No charge for children 12 years of age and under when sharing the room with their parents and utilizing
- existing bedding. However 50% charge from regular rate applies for additional breakfast.
- Check in time is at 15:00 and check out time is 12:00.

Cancellation Policy:

- • Within 30 days prior to arrival, 50% of the total room revenue
- • Within 14 days prior to arrival, 100% of the total room revenue

8th QS-APPLE

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

The Grand Bali

NUSA DUA

HOTEL RESERVATION FORM

8th QS-APPLE Conference and Exhibition
14 – 16 November 2012

Please complete the Hotel Reservation Form and return to:
The Grand Bali
Fax : +62 361 776 688 Email : info@thegrandbali.com or resv@thegrandbali.com
Not later than 25 Oct 2012

Guest name 1 : Mr/Mrs/Ms (*please underline surname*): .....

Guest name 2 : Mr/Mrs/Ms (*please underline surname*):.....

Company name/Title : .....

Mailing address: .....

Telephone: ..... Fax: ..... E-mail address: .....

Arrival date: ..... Flight no: ..... Time: .....

Departure date: ..... Flight no: ..... Time: .....

ROOM RATE

❑ Deluxe Garden US$ 110.00 nett

The rates quoted are per room per night including daily breakfast based on single or double occupancy. The rates quoted are inclusive of 10% service charge and 11% government tax.

GUARANTEE

Please complete to guarantee your reservation.

American Express ❑ Visa ❑ Mastercard ❑ Diners Club ❑ JCB

Full Name of Card Holder: ..... Expiry date:...../ .....

Card number:..... Signature: .....

(The Grand Bali is authorized to charge your credit card without signature, if there is any Cancellation or No-Show Fee.)

AIRPORT PICK UP:

❑ US$ 32.00 nett per car/way

CANCELLATION/NO-SHOW POLICY

14 days prior to arrival : 1 (one) night cancellation
7 days prior to arrival : 100% charge from the entire period of stay

For Internal

Reserved by : _____

Remarks : _____

8th QS-APPLE

EIGHTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

THE LAGUNA
A LUXURY COLLECTION RESORT & SPA
Nusa Dua, Bali

8th QS-APPLE Conference and Exhibition
14 – 16 November 2012
Please complete the Hotel Reservation Form and return to:
The Laguna Resort & Spa, Nusa Dua, Bali
Fax : +62 361 772 163 Email : thelaguna.nusaduabali@luxurycollection.com

ROOM TYPE	ROOM RATES - PER ROOM PER NIGHT
Deluxe Garden View	☐ US$ 265 net

AIRPORT TRANSFER – per car per way	YES	NO
Family MPV at US$ 17 net	☐ Yes	☐ No
Luxury MPV at US$ 35 net	☐ Yes	☐ No

Remarks:
1. Room rates are inclusive of 21% tax and service charge and daily international buffet breakfast in Banyubiru Restaurant.
2. Reservation must be accompanied by the credit card information as a guarantee for booking.
3. The availability of room type is subject to confirmation upon reservation.

Name: _____ Company: _____
SPG No: A_____
Mailing Address:_____
City:_____ Country:_____ Postal Code: _____
Telephone:_____ Fax:_____ E-mail: _____

Arrival Date: _____ Flight: _____ Time: _____
Departure Date: _____ Flight: _____ Time: _____

Reservations require credit card guarantee (check one):
☐ American Express ☐ Visa ☐ MasterCard ☐ Diners Club

Card Number: _____ Expiration Date: _____

Signature: _____

Important notes:
- Completed reservation form to be sent **ONLY** to our fax: +62361 772163
- Booking is based on first come first serve basis and confirmation will be subject to space availability.
- Valid credit card number, is required to guarantee the booking, Any cancellation received after confirmation of the booking will be subject to a one-night cancellation penalty, which will be charged to the above credit card number.
- Any cancellation or early departure or no shows that occur within **72 hours** prior to arrival date will be charged the full length of stay booked as cancellation/no-show fee.
- All hotel payments should be made directly to the hotel upon checkout.
- Rooms confirmed will be available for occupancy after 15.00 hours on date of arrival. Rooms for arrival before 15.00 will only be allocated/ confirmed upon availability. Checkout time is 12.00 noon.

62 361 771327 telephone
62 361 771326 facsimile

KAWASAN PARIWISATA NUSA DUA LOT N 2
PO BOX 77, NUSA DUA, BALI 80363
INDONESIA

Thelagunabali.com

APT Showfreight (S) Pte Ltd
24, Jurong Port Road
#01-01, Singapore 619097
BRN: 200808267Z
GST Reg. No: 200808267Z

Main: (65) 6499 8988
Fax : (65) 6499 8989
www.aptshowfreightlogistics.com
enquiry-sg@aptshowfreight.com

SHIPPING INSTRUCTIONS

8th QS-APPLE CONFERENCE & EXHIBITION 2012
14 – 16 NOVEMBER 2012
THE WESTIN RESORT NUSA DUA
BALI, INDONESIA

No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, photocopying, electronic or mechanical or otherwise, without the prior written permission of APT Showfreight (S) Pte Ltd.

All business is transacted only in accordance with Singapore Logistics Association Standard Trading Conditions. A copy is available upon request.

APT Showfreight (S) Pte Ltd
24, Jurong Port Road
#01-01, Singapore 619097
BRN: 200808267Z
GST Reg. No: 200808267Z

Main: (65) 6499 8988
Fax : (65) 6499 8989
www.aptshowfreightlogistics.com
enquiry-sg@aptshowfreight.com

SHIPPING INSTRUCTIONS

A) Consignment Deadline

1. Airfreight Consignment : **31 October – 1 November 2012**

B) Document Deadline

1. Airfreight Consignment : **1 week prior arrival of flight**

C) Consignment Instructions

All shipments must be sent on a "freight prepaid" basis. A 5% outlay commission will be charged on all "freight collect" consignments

Consignee: PT. NUSADUA GRAHA INTERNATIONAL
PO Box 36 Nusadua
80968 Benoa
Nusa Dua - Bali
For: **8th QS-APPLE CONFERENCE & EXHIBITION 2012**

Notify Party: PT. VISSASA PARAMA NATI
Duta Garden Square Blok A. 9
Jl. Husein Sastranegara-Tangerang 15124
Phone: (62-21) 70767332 – 54370666
Fax: (62-21) 54370566
Email: vissasa@cbn.net.id
Attn: Andi Mulyadi / Markus Julianto

All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

All business is transacted only in accordance with Singapore Logistics Association Standard Trading Conditions. A copy is available upon request.

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24, Jurong Port Road
#01-01, Singapore 619097
BRN: 200808267Z
GST Reg. No: 200808267Z

Main: (65) 6499 8988
Fax : (65) 6499 8989
www.aptshowfreightlogistics.com
enquiry-sg@aptshowfreight.com

D) Case Markings

All cases must be marked for easy identification as follows:

8th QS-APPLE CONFERENCE & EXHIBITION 2012
Name of Exhibitor: _____
Hall Number: _____
Stand Number: _____
Case Number: _____
Dimensions: _____
Gross Weight: _____

E) Insurance

All work undertaken by us is at the owner's risk, insurance on exhibits not included. We strongly recommend exhibitors to arrange for full comprehensive round trip "all risk" insurance for all exhibits. A copy of the insurance policy or cover note should be attached to the original document or email to us together with invoice and packing list.

F) Non Return Items

All goods imported under temporary import facility must be re-exported after the shows. For those given away or catalogues are subject to duties & taxes unless the Government allows to issue duty exemption. Conversion from temporary import to permanent import permit is shown above.

All business is transacted only in accordance with Singapore Logistics Association Standard Trading Conditions. A copy is available upon request.

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#01-01, Singapore 619097
BRN: 200808267Z
GST Reg. No: 200808267Z

Main: (65) 6499 8988
Fax : (65) 6499 8989
www.aptshowfreightlogistics.com
enquiry-sg@aptshowfreight.com

G) Terms of Payment

Inward : Prior delivery to stand
Outward : Prior re-export or delivery to local premises

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Bank Details

Bank Name:	Oversea-Chinese Banking Corporation Limited
Bank Address:	65 Chulia Street #01-00 OCBC Centre Singapore 049513
Bank Code:	7339
SWIFT Code:	OCBCSGSG
Account Name:	APT Showfreight (S) Pte Ltd
USD Account:	503-021248-301 (USD)
SGD Account:	591-008453-001

IMPORTANT

All business is transacted in accordance with the Standard Trading Condition of the Singapore Logistics Association. A copy is available upon request. Use of APT Showfreight (S) Pte Ltd's services be it partly or in full and any requirement for additional services- at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

GUIDANCE NOTES FOR COMPLETION OF EXHIBITORS INVOICE AND CUSTOMS CERTIFICATE OF VALUE AND ORIGIN

---

1. If the stand in which you are exhibiting is not in your own name, please insert the name of the stand holder followed by your full company name, address and telephone and fax number.

2. **"ITEM NO" COLUMN**
   Every item described in the body of the invoice must be given an item number and this number must be entered in the " CONTENTS" column of the packing list.

3. **COUNTRY OF ORIGIN**
   If you are shipping goods manufactured in a variety of countries ; use a separate invoice form for each country of origin.

4. **DETAILED DESCRIPTION OF GOODS**
   This must be written in English only. It must be an accurate description of all items. Technical description should be avoided. Please make your description as simple as possible so they can easily be understood by all concerned. Items not shown on the invoice but found by customs may be liable to confiscation.
   Futher Points are :
   For any machinery or Equipment which has an individual serial number, please show the number in this section of the invoice. Customs will then be able to check this against that shown on the machine when the cases are inspected. Where a machine is shipped with a spares or accessories pack, this should be shown on the invoice. Each item in the spares pack should not be listed separately but should be shown under the collective "spares/accessories pack "

5. **COLUMN A, B, C, D, E, F AND G**
   An "X" must be placed in column A, B, C, D, E, F or G for all items on the invoice .
   Although the appropriate column for most items will be obvious, some guiding notes are given below :

COLUMN A – EXHIBITION GOODS TO BE RE-EXPORTED

Class A , Exhibition goods planned to be re-exported
(has to be re-exported)

COLUMN B – PRINTED MATTERS

Class B, printed materials for promotional purposes, such as pamphlets, leaflets, brochures and advertising pictures.

COLUMN C-GOODS FOR EXHIBITION PURPOSES SUCH AS DECORATION, POSTERS, PHOTOGRAPHS

Class C, goods for exhibition purposes such as decoration, posters, photographs

COLUMN D- GOODS FOR ADVERTISING PURPOSES OR SOUVENIRS GIVEN AWAY, WITH WORD/ LOGO ALREADY INSCRIBED

Class D, goods for advertising purposes or souvenirs given away, such as pens, lighters/matches, astrays purses/wallets with word already inscribed/logo affixed thereon by the manufacturers or exhibition participants.

COLUMN E-RAW MATERIAL FOR DEMO

Class E, consumable goods for display, demonstration or machinery trayout

COLUMN F- PERSONAL CONSUMABLES

Class F, consumable goods and beverages for exhibition inauguration and closing activities.

COLUMN G – EXHIBITS FOR SALE

Class G, Exhibition goods for sale

INDONESIA AUTHORITIES MAKE THE FINAL DECISION AS TO WHETHER THE GOODS HAVE BEEN CLASSIFIED INTO THE CORRECT COLUMN, AND HAVE THE RIGHT TO CHANGE COLUMNS. IF IN DOUBT, PLEASE ASK FOR OUR ADVICE

6. **F.O.B PRICE**

   All prices must be F.O.B and shown in US Dollars.
   A value must be shown for each individual item on the invoice.
   It should be noted that Customs duty and taxes on any goods sold in Indonesia will be based on the value shown on the invoice.

NB :
This is especially important as even though you may allow a discount on your general price list agent or selected buyers, they will still have to pay DUTY AND TAX on the invoice value.
THERE IS NO EXCEPTION TO THIS RULE
For giveaways, brochures etc. A value must be given followed where appropriate by " NO COMMERCIAL VALUE (NCV) "
Please also insert the TOTAL VALUE at the bottom of each invoice.

General
The right hand side of the invoice is for Indonesian Customs purposes only.

Lampiran V
Keputusan Direktur Jenderal Bea dan Cukai

FORM PAM

Exhibitors Invoice and Combined of Value and Origin

Page ……of……..

1. Name of Exhibition :	**3. Name of Exhibitor :**
2. Time of Exhibition :	**4. Full Adress :**
	5. Telephone/fax :
	6. Stand No :
7. Country of Origin :	**Mark X in appropriate column**
8. Country of Consigment : Indonesia	**A. Exhibition Goods to be Re-exported**
9. Vessel/Flight :	**B. Printed Matters**
	C. Goods for Exhibition Purposes such as Decoration , Posters, Photogtraphs
10. B/L or AWB No & Date :	**D. Goods for Advertising Purposes or Souvenirs given away, with Word/Logo already Inscribed**
	E. Consumable Goods for display, Demontration or Machinery Tryout
11. Port/Airport of Loading :	**F. Consumable Foods and Beverages for Exhibition Inauguration and Closing Activities**
	G. Exhibition Goods for Sale

Item No.	Quantity	Detailed Description of Goods	A	B	C	D	E	F	G	Price in US$ (FOB)	Amount
											Sub Total : Group A : FOB US $ **Group B : FOB US $** **Group C : FOB US $** **Group D : FOB US $** **Group E : FOB US $** **Group F : FOB US $** **Group G : FOB US $** **Total : FOB US $**

We certify that the infornation given above is true and correct

Signed for and on behalf : Date : Place : Name in Block Capital :

Authorised Signatory by :

SK Menteri Keuangan No. :

No : . Date.

12. PPJK

PETP

(……)

Catatan Bea Cukai :

NO

Mengetahui: DJBC

Lembar asli: Kantor DJBC yang mengawasi

Lembar ke-2: Kantor DJBC Pelabuhan Pemasukan

Lembar ke 3 : Kantor Pusat DJBC, Jakarta

Lembar ke 4 : PPJK

Lembar ke 5 : Penyelenggara

Lembar ke 6 : Peserta Pameran

EXHIBITOR'S CERTIFIED PACKING LIST

PAGE NO. 1

EXHIBITOR'S FULL NAME & ADDRESS

HALL NO.

STAND NO.

CASE NO.	GROSS WEIGHT KILOS	NETT WEIGHT KILOS	NET DIMENSION CMS.			VOL M3	CONTENTS REFER TO INVOICE ITEM NUMBERS ONLY
			LENGTH	WIDTH	HEIGHT		

SIGNED FOR & ON BEHALF OF : .....

PLACE : ..... DATE : .....

AUTHORISED SIGNATORY : .....

WE CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE & CORRECT